



# BUILDING PERMITS AND INSPECTIONS

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## MEMORANDUM

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**TO:** The Honorable Mayor & City Council  
Jim Martinez, Chief Administrative Officer  
Adrian Ocegueda, Executive Assistant to the Mayor  
Laura Uribarri, Executive Assistant to the Mayor  
Patricia D. Adauto, Deputy CAO for Building and Planning Services

**COPY:** William A. Chapman, Deputy CAO for Financial Services  
David R. Almonte, OMB Director  
Irene D. Ramirez, P.E., Interim City Engineer  
Lisa Elizondo, City Attorney  
Terry Garcia, Asst. City Attorney  
Richarda D. Momsen, Municipal Clerk

**FROM:** R. Alan Shubert, P.E., Director of Building Permits and Inspections *fls*

**SUBJECT:** Fee Increases for Building Permits and Inspections

**DATE:** March 17, 2004

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On December 5, 2003, we received a list of proposed fee increases from Mr. William Chapman, Deputy CAO, with justification for all city services. The increases were based upon the fact that there has not been a fee increase since 1994. The Office of Management and Budget conducted an extensive study of building permit fees and licenses in the fall of 2003 by looking at process flows and interviewing department staff. The steps in processing each permit or license were documented in an attempt to capture all costs associated with it. A determination was then made on whether the City was recovering all costs associated with each permit or license. The fee increases proposed by OMB were proposed on this basis.

The Building Permits and Inspections department reviewed the study done by OMB for the purpose of understanding their findings and revising some fees through combination of fees, addition of fees, and deletion of fees. The reason

for this is to reduce unnecessary work in the department and enhance our service to the customer. A synopsis of the results is this:

- 1) BP&I feels that there would be much efficiency gained by adopting a single permit and fee system for new single family residences and new additions to single family residences. We studied the fees extensively and came up with an alternate to OMB's proposal to include this. The single permit fees were adjusted to decrease the effect of the increases on the smaller new residences (less than \$70,000) and increase the effect on larger residences. A table of values is attached to this memo to document this. In addition, we propose standard rates for valuation of new homes by square footage. These rates are indexed to the values published by the International Codes Council, International Building Code Legacy Building Valuation Data type 5 (V), Column B Average value for single family residence, presently \$49 per square foot for El Paso. The overall effect of our proposal is within 1.1% of what OMB recommends.
- 2) New fees were added to the schedule for some new services provided by the department. These include a fee for Permit by Appointment, which is a service to allow commercial clients with tenant improvement projects to have the plan review done in one sitting by making an appointment with the department. The second new fee proposed is the Customized Plan Review fee. This fee is to provide a service for large commercial and institutional projects, where Planning, Fire, BP&I, Engineering, and possibly the Health department are involved. The plans are reviewed by a committee of involved departments, shortening plan review time to the minimum possible. The third new fee proposed is a fee for Temporary Certificates of Occupancy. These are requested when a tenant needs to move furniture, fixtures, or equipment into a facility prior to completion of construction. This requires a minimum of one additional inspection, and the fee is to reflect additional work required.
- 3) Deleted were the Texas Accessibility Standard fees for plan review, as we no longer perform this service and it is the responsibility of the state. Also deleted were the hourly rate and minimum for plan review. These were replaced by the services offered in (2).
- 4) Attached are copies of the ordinances. A list of ordinances are as follows:
  - Amplification Permit
  - Building & Construction Administrative Code – Valuation for New Residential Homes
  - Building & Construction Administrative Code – Increase Permit Fees
  - Dealers in Second Hand Goods, Coins & Precious Metals License
  - Driveway Permit
  - Grading Permit

Home Occupation Permit  
Hotel & Motel Permit  
Late Payment of Business License  
Licenses – Increase Permit Fees  
Laundries License Fee – Expiration  
Motor Vehicle Dealers License  
Parade Permit  
Parking in Residential District  
Public Swimming Pool License  
Sidewalk Permit  
Sign Permit  
Trailer Court License  
Use of Gas Heaters Permit  
Vendors License

If you have any questions or need more information, please do not hesitate to call me at 541-4557 or Said Larbi-Cherif at 541-4791.

**ORDINANCE NO. \_\_\_\_\_**  
**AN ORDINANCE AMENDING TITLE 12 (VEHICLES AND TRAFFIC), CHAPTER 12**  
**(STOPPING, STANDING AND PARKING GENERALLY), SECTION 12.44.280**  
**TO INCREASE THE PERMIT FEES**  
**THE PENALTY BEING AS PROVIDED IN SECTION 12.84**  
**OF THE EL PASO MUNICIPAL CODE**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

1. That Section 12.44.280 Restrictions on Parking in Residential Districts in which Commercial and Industrial Uses are not Permitted shall be revised to read as follows:

**12.44.280 Restrictions on parking in residential districts in which commercial and industrial uses are not permitted.**

**A. Policy.**

It is the policy of the city to reduce hazardous traffic conditions resulting from the use of streets within areas zoned for residential uses for the parking of vehicles by persons using commercial, industrial and education districts to protect designated residential districts from polluted air, excessive noise, and trash and refuse caused by the entry of such vehicles; to protect the residents of designated residential districts from unreasonable burdens in gaining access to their residences; to preserve the character of designated residential districts as residential districts; to promote efficiency in the maintenance of those streets in a clean and safe condition; to preserve the value of the property in those districts; and to preserve the safety of motorists, children and other pedestrians, and the peace, order, comfort, convenience and welfare of the inhabitants of the city.

**B. Restriction of Parking.**

Whenever the city shall determine that the streets of a particular district or portion of a district in which residential uses are permitted and commercial, industrial or educational uses are not permitted, are being used for parking by vehicle operators whose destinations are in commercial, industrial or educational use districts, and the average number of vehicles parked in such a manner is in excess of twenty-five percent of the total number of parking spaces on such streets and the total number of spaces actually occupied by any vehicles exceeds seventy-five percent of the total number of parking spaces on such streets on the weekdays of any month, as disclosed by a traffic study, parking shall be prohibited during the hours when such use has been found on those streets of those districts or portions of districts found by the survey to have been so affected. Zones restricted to residential parking are established within the district or upon the streets or parts of streets described in Section 12.88.200, in which zones the parking of vehicles upon the streets or parts of streets is unlawful between the hours specified in such schedule, except by the holders of valid parking permits.

**1. Residents.**

Upon payment of a six-dollar fee, per car, permits shall be issued to persons who are residents of any particular area in which parking is so restricted, for every vehicle owned by those persons and registered in El Paso County. Resident permits will be given upon a showing to the director of the city license office, or his authorized representative, of satisfactory evidence that he fulfills all the conditions for such a permit. Whenever the conditions no longer exist, the person holding such a permit shall surrender it to the traffic engineer or his authorized representative. It is unlawful for any person to represent that he is entitled to such a permit when he is not so entitled, or to park a vehicle displaying such a permit at any time when the holder of such permit is not entitled to hold it, or to falsify or duplicate such permit. No permit issued hereunder shall be valid

for more than one year, but it may be renewed upon expiration, provided the conditions for issuance exist.

**2. Visitors.**

Upon request, each residence in a district in which parking is so restricted, may be issued two visitor permits, to be limited to that particular area, and to be valid for a stated period, but not longer than one year, and to be used by bona fide guests and visitors of persons entitled to a resident permit as described in subdivision 1 of this subsection. No fee for these permits shall be charged. It is unlawful for any person to represent that he is entitled to such a permit when he is not so entitled, or to park a vehicle displaying such a permit at any time when he is not entitled, or to park a vehicle displaying such a permit at any time when he is not entitled to display one, or for any person to falsify or duplicate such permit. The parking prohibitions of this section shall not apply to service or delivery vehicles or to vehicles of persons doing business with a resident in such a district, which are being used to provide services or make deliveries to dwellings.

**3. Large Functions.**

On the application of any resident of the district, the chief of police or his authorized designee may issue permits to be valid for only one day and for no more than four hours on that day by showing by the resident that during the hours for which the permits are to be issued, his residence will be used in a way consistent with its residential character, and that without the temporary permits, visitors to his residence would not be able to park without violating the law. If the chief of police shall find the foregoing facts and further finds that the issuance of the permits will not unduly impair traffic safety during the time of their validity, he shall issue such permits and may limit the streets or portions of streets on which they shall be valid. The number of such permits shall not at any time exceed fifty percent of the number of spaces in which they are valid. These shall be issued at no cost.

**C. Signs.**

In those areas where parking is restricted to residents, the city shall cause appropriate signs, giving notice of the prohibition, to be posted on those streets restricting all parking except parking by the holders of permits which are to be granted only under the conditions specified in subsection B of this section. The signs placed in these areas shall be of such character as to readily inform an ordinarily observant person of the existence of the rules and regulations imposing the foregoing restrictions. It is unlawful for any person to violate such rules and regulations.

**D. Meters.**

Wherever metered parking is in effect in any portion of a district that becomes subject to the restrictions of this section, the parking spaces controlled by meters may be excepted from the provisions of this section so long as the control by meters continues.

E. Reduction of Restrictions. On any block of any street where the conditions of subsection B of this section exist, the city may reduce the restriction under the following conditions. If a hardship exists for visitors to parking because of the unavailability of off-street or other unrestricted parking or other conditions not generally prevailing on the residential streets of the city, the traffic engineer may conduct a traffic study to determine the conditions on the block or blocks in question. If the study shows that less than fifty percent of the dwelling units abutting on the street have off-street parking for at least one vehicle and there is no other reasonable alternative parking available, the restriction may be reduced to allow parking for more than two hours, with permit holders exempted from that restriction.

2. Except as herein amended, Title 12 (Vehicles and Traffic), shall remain in full force and effect.

**PASSED AND APPROVED this 6<sup>th</sup> day of April 2004.**


**THE CITY OF EL PASO**

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**Joe Wardy**  
**Mayor**

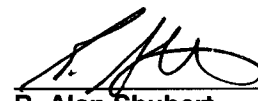
**ATTEST:**

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**Richarda Duffy Momsen**  
**City Clerk**

**APPROVED AS TO FORM:**

  
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**Teresa Garcia**  
**Assistant City Attorney**

**APPROVED AS TO CONTENT:**

  
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**R. Alan Shubert**  
**Director for Building Permits**  
**and Inspections**